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Class Specifications
for the Classes:

PUBLIC WELFARE ASSISTANT ADMINISTRATOR
(PUBLIC WELFARE ASST ADMR)

PUBLIC WELFARE ADMINISTRATOR

PUBLIC WELFARE ASSISTANT ADMINISTRATOR 17.536
(PUBLIC WELFARE ASST ADMR)

Duties Summary:

Assists the Public Welfare Administrator in administering statewide public welfare programs and related supportive and allied public welfare services in accordance with applicable legal requirements; directs and coordinates divisional program planning, budgeting, reporting and other management functions, and serves as acting administrator in the absence of that position's incumbent; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves the work of a full assistant to the Public Welfare Administrator in the conduct of various management functions and special projects, and assisting in informational and public relations activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: The content and underlying legal and philosophical basis for public welfare programs, and their interrelationship with other public and private programs in health and human welfare; applicable federal and State laws and regulations, and program policies and procedures; community organizations and their activities and/or the services they offer the community; dynamics of human behavior; and principles and practices of management and public administration, including supervision, budget and legislative processes, and public relations.

Ability to: Plan, organize, direct and coordinate various management functions in public welfare administration; research, analyze and deal effectively with problems and issues in public

welfare program administration; read and understand technical material in social welfare, economics and health; write clearly and concisely, and speak effectively before groups; and develop and maintain effective relationships with subordinates, other officials, clients and client representatives and organizations, legislators, other public and private health and welfare organizations, members of the general public and others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Directs and coordinates divisional annual program planning, and biennial and supplemental program budgeting in accordance with central budget agency and departmental guidelines and procedures, including preparation and submittal of legislative budget testimony; directs and coordinates divisional expenditure plan preparation and submittal, and the preparation and submittal of annual variance reports; monitors programs and directs efforts to correct problems and deficiencies; directs and coordinates the preparation and submittal of testimony on legislative bills and resolutions, and prepares testimony as appropriate; researches issues and drafts departmental responses to director's or governor's referrals relating to public welfare; handles phone inquiries or complaints; and prepares informational memoranda to divisional staff on administrative and other matters as required. Reviews requests for equipment, overtime and other expenditures, and determines divisional disposition; serves as divisional representative on community boards or committees, and explains divisional programs and issues in speaking before legislative and other groups; directs and coordinates special projects to resolve administrative problems or to meet federal requirements; directs and coordinates preparation of the division's segment of the departmental annual report; and conducts various special assignments to facilitate program management, and assumes duties and responsibilities of division administrator in the absence of the incumbent.

PUBLIC WELFARE ADMINISTRATOR 17.537

Duties Summary:

Administers statewide public welfare programs and related supportive and allied public welfare services in accordance with applicable legal requirements; develops operating policies and procedures; coordinates public welfare activities with related organizations throughout the State; and performs other related duties as assigned.

Distinguishing Characteristics:

In administering the public welfare programs, this class has statewide responsibility for planning, directing and coordinating social welfare programs and supportive and allied public welfare services. Because of the complex nature of the programs for which this class is responsible, this class exercises its responsibilities with the assistance of a full assistant, a program consultant staff and a subordinate level of managers assigned to manage district-level services in the four counties.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to the knowledge and abilities required for Public Welfare Assistant Administrator, must have a thorough knowledge of the statewide impact of the public welfare programs on other related areas such as vocational rehabilitation, mental health and probation-parole; a thorough knowledge of and outstanding ability to develop, and implement departmental policies and objectives; and outstanding ability to meet, elicit the cooperation of, and deal effectively with associates, committees, representatives of community groups and organizations, and representatives of other governmental jurisdictions.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, organizes, directs and coordinates the statewide public welfare programs and related supportive and allied

services; plans and develops operating policies and procedures and standards of performance; clarifies, interprets, applies, and secures compliance with laws, rules, regulations, policies, procedures, and other requirements; confers with subordinate managers and State consultant staff for the purpose of obtaining and disseminating information on programs and operations and provides guidance and direction; negotiates with federal and State officials and agencies to assure the receipt of maximum federal funds; represents the agency director in speaking before community groups regarding public welfare and allied programs and services; directs and participates in program planning and improvement activities; directs the preparation and maintenance of program documents, plan materials, manuals, etc., and assumes responsibility for the maintenance of the State plan; directs and participates in analyzing current State and federal legislation dealing with public welfare programs and services; assumes responsibility and coordinates the effective and efficient handling of fiscal and personnel problems; prepares, presents and justifies the public welfare budget; reviews and analyzes operational reports and other data and initiates improvements; represents the department, as delegated, before the legislature, the Governor, the community and other departments in developing legislation and administrative policy; represents the agency in meetings and conferences with other community agencies and groups; and prepares reports, correspondence, news releases and other material.

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This is an amendment to the specifications for the classes PUBLIC WELFARE ASSISTANT ADMINISTRATOR (PUBLIC WELFARE ASST ADMR) and PUBLIC WELFARE ADMINISTRATOR, approved on December 20, 1983.

DATE APPROVED: 1/2/96 /s/ Ann K. Kon
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